



Participant Name: _____ CI-P Name(s): _____

1. Your Business Processes: What are your key business processes? Which need improvement?

Business Processes	Need Improvement?	Impact / Effort #	Priority Order	Product	Customer

*** Use the reverse side of this worksheet if you need more room.

2. Join a Lean Learning Group

3. Schedule Follow-up.

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Use the Impact-Effort Grid to help you prioritize and decide which to improve first.

Impact	1	3
	2	4
	L Effort	H

1. Easy to do and produces a big improvement. (Implement immediately)
2. Easy to do but produces a small improvement. (Implement immediately)
3. Hard to do but produces a big improvement. (Plan activities carefully & thoroughly)
4. Hard to do and produces a small improvement. (Don't bother)